

## **CFA – INDIVIDUAL SCHOOL ADMINISTRATIVE PERSONNEL**

**Category Recommended – While these policies are not required by law, they are highly recommended for effective school board operations.**

### ***Appendix: CFA-R***

#### **Principals Appointment**

The principals shall be elected by the Winchester School Board following nomination by the Superintendent of Winchester. Should the Winchester School Board fail to accept the nomination of the Superintendent of Winchester, the superintendent of Winchester would be directed to present another name in nomination.

Candidates for the position of principal will file a formal, written application with the Superintendent of Winchester. All applications will be screened by the Superintendent of Winchester and a number will be selected for interview by the Superintendent of Winchester and a committee to consist of administration, teachers, and parents. The final decision for nomination will be made by the Superintendent.

All applications will be available to the Committee for their review and candidates selected by them for interview will be included in the interview process.

It will be the policy of the Superintendent of Winchester and Board to promote candidates when such a promotion is in the best interests of the school. All such candidates must meet requirements as established by the Superintendent of Winchester and Board.

#### **Functions**

The principal shall be responsible for the school buildings and grounds. S/he shall be responsible for and shall have authority over the actions of students, professional and non-professional employees, visitors, volunteers, and persons hired to perform special tasks.

The principal shall keep the Superintendent of Winchester informed of activities by whatever means the Superintendent of Winchester deems appropriate.

The Principal will file a monthly written report, on a date designated by the Superintendent of Winchester, to the Superintendent of Winchester School.

The principal shall attend the Winchester School Board meetings and any other requested by the Winchester school Board or Superintendent of Winchester School.

#### **Legal Reference:**

***NH Code of Administrative Rules, Section Ed 304.01, Substantive Duties of School Principals***

Revised: February 2006

Reviewed by WSB 10/2/08

Approved by WSB 10/16/08

Reviewed & Approved 3/29/2018